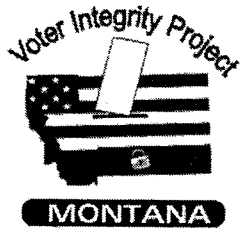


EXHIBIT 2
 DATE 3/24/15
 NO HJ 23



MONTANA ELECTION OBSERVER QUICK REFERENCE GUIDE

Chief Election Judge (CJ) Ultimate Authority at the Polling Location
Election Judge (EJ) Other Election Officials at the Poll
Poll Watchers (PW) A person officially appointed to observe the election
Election Administrator (EA) Local authority responsible for election oversight

What to do if you observe an infraction:

- **Notify CJ of infraction when no voters are present**
- If correction is made: Document incident noting correction
- If correction is not made: Document incident noting outcome
- If major infraction, and not addressed call elections number and document answer
- Include time and names of all involved CJ, EJ, PW, EA, etc
- Description of violation —what was witnessed and what was said
- Leave out opinion/emotion

EXHIBIT 2
 DATE 3/24/15
 NO HJ 23

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WHO MAY BE IN THE VOTING AREA?

- ✓ Voters
- ✓ Election Judges
- ✓ Poll Watchers
- ✓ Children under 18 accompanying a parent to vote
- ✓ Persons admitted to provide assistance to the voter
- ✓ State and Federal Election Inspectors
- ✓ Law Enforcement Officers requested by the Election Judge or Election Administrator
- ✓ Election Judges may not leave the polling place premises during their assigned shift.

ELECTIONEERING OR CAMPAIGNING

DEFINITION: Electioneering means soliciting support/opposition to a candidate or issue to be voted on at the polling place.

- Ordinary bumper stickers on automobiles is NOT electioneering

Restricted within 100 feet of any polling place entrance.

- Personal persuasion, electronic voice amplification, display or distribution of campaign materials.
- Offering or distribution of food or other material benefit calculated to encourage support/opposition .
- Soliciting support/opposition to a candidate or issue is prohibited when that candidate/issue is on the ballot.
- No display of campaign/issue badges, buttons, clothing, insignias etc.

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Hotline # _____

Team Leader _____ Team Leader# _____

Primary Precinct Assignment# _____ General Precinct Assignment # _____

Precinct Address _____

Date and Time Assignment _____

Date and Time Assignment _____

PRIOR TO OPENING THE POLLS:

- CJ and EJs meet at the polling place at the assigned time.
- CJ and EJs take and subscribe to the judge's official oath in the poll book.
- Verify Material and Supplies list provided by the EA.
- Verify the number of ballots delivered on the Ballot Report Form
- Verify all seal numbers
- Mark the signature lines in the precinct register for absentee electors.
- Post or display at polling place a list registered electors, "SAMPLE" Ballots, MT Voter Information notices, "Warning" notice, List of absentee electors

Set up official table:

Ballots in numerical order; Official Ballot Stamp; Secrecy Sleeves; Precinct Register; Poll book; Copy of the Registered Voter List; List of the absentee Electors; Ballot boxes, Registrations forms, provision ballot supplies, polling place elector ID forms

Open the ballot boxes ascertain they are empty, replace the lock. Key is given to the CJ or security seal number is recorded in the poll book

7:00 am Officially proclaim the polls are open

CONTACT INFO

2

OPENING THE POLLS

SPOILED/MISSING BALLOTS INACTIVE VOTERS

3

VOTER CHECK IN VOTER ASSISTANCE

PROVISIONAL BALLOTS

4

CHALLENGES

FORMS OF IDENTIFICATION

5

POLL WATCHER DOS & DON'TS

6

LATE REGISTRATION ONGOING POLL ACTIVITIES

CONDUCT OF ELECTION JUDGES

Election Judges Should Not:

- Deposit a ballot in the ballot box which does not contain the official stamp
- Examine the ballot of an elector prior to depositing the ballot in the ballot box
- Look at any mark made upon the ballot by the elector
- Make or place any mark or device on any ballot with the intent of ascertaining how the elector has voted
- Allow an individual other than the elector to be present during the marking of the ballot, unless the elector has a disability and chooses someone to provide assistance pursuant to law.
- Make a false statement in a certificate regarding affirmation
- Leave the polling place premises during the assigned work hours

INACTIVE VOTERS

An inactive elector may reactivate and vote by affirming his/her residence address and signing the precinct register, requesting an absentee ballot or providing a voter registration form.

SPOILED BALLOTS

- If an elector makes a mistake on their ballot, the EJ will remove the stubs.
- The elector places the ballot in the "Spoiled" envelope.
- Inform the poll book judge to mark the poll book accordingly to reflect the spoiled ballot.
- Poll book judge records a new ballot number and the elector votes the new ballot.

VOTER CHECKIN

- ✓ Verify name on ID provided
- ✓ Name is entered in poll book must correspond to the stub on the electors' ballot
- ✓ The ballot must be stamped "Official Ballot"
- ✓ In a PRIMARY ELECTION the voter receives a ballot for each party, the elector votes one ballot and returns both ballots to the EJ.
- ✓ The EJ removes the stubs and deposits the unmarked ballots (if a primary election) in the appropriate container and the marked

MISSING BALLOTS

- Poll Book Judge indicates "MISSING" next to the number in the poll book.
- If the ballot has no number it is placed in the Spoiled Ballot Envelope and then in the ballot box.

VOTER ASSISTANCE

An elector requiring assistance marking a ballot due to disability or inability to read or write may choose a person to assist the elector, including an election judge, a minor, unregistered voter, or designated agent.

The elector can NOT be assisted by the employer, an agent of employer, an officer or agent of the elector's union. EJs must ask if the person assisting a voter is one of these. If so elector must choose another assistant.

SPOILED/MISSING BALLOTS INACTIVE VOTERS 3

VOTER CHECK IN VOTER ASSISTANCE

PROVISIONAL BALLOTS 4

CHALLENGES

FORMS OF IDENTIFICATION 5

13-13-301. Challenges. (1) An elector's right to vote may be challenged at any time by any registered elector by the challenger filling out and signing an affidavit stating the grounds of the challenge and providing any evidence supporting the challenge to the election administrator or, on election day, to an election judge.

(2) A challenge may be made on the grounds that the elector:

(a) is of unsound mind, as determined by a court;

(b) has voted before in that election;

(c) has been convicted of a felony and is serving a sentence in a penal institution;

(d) is not registered as required by law;

(e) is not 18 years of age or older;

(f) has not been, for at least 30 days, a resident of the county in which the elector is offering to vote, except as provided in 13-2-514;

(g) is a provisionally registered elector whose status has not been changed to a legally registered voter; or

(h) does not meet another requirement provided in the constitution or by law.

(3) When a challenge has been made under this section, unless the election administrator determines that the challenge is insufficient, then without the need for further information:

(a) prior to the close of registration under 13-2-301, the election administrator shall question the challenger and the challenged elector and may question other persons to determine whether the challenge is sufficient or insufficient to cancel the elector's registration under 13-2-402; or

(b) after the close of registration or on election day, the election administrator or, on election day, the election judge shall allow the challenged elector to cast a provisional paper ballot, which must be handled as provided in 13-15-107.

(4) (a) In response to a challenge, the challenged elector may fill out and sign an affidavit to refute the challenge and swear that the elector is eligible to vote.

(b) If the challenge was not made in the presence of the elector being challenged, the election administrator or election judge shall notify the challenged elector of who made the challenge and the grounds of the challenge and explain what information the elector may provide to respond to the challenge. The notification must be made:

(i) within 5 days of the filing of the challenge if the election is more than 5 days away; or

(ii) on or before election day if the election is less than 5 days away.

(c) The election administrator or, on election day, the election judge shall also provide to the challenged elector a copy of the challenger's affidavit and any supporting evidence provided.

(5) The secretary of state shall adopt rules to implement the provisions of this section and shall provide standardized affidavit forms for challengers and challenged electors.

PROVISIONAL BALLOTS

A Provisional Voter has until 5pm the day after the election to provide valid identification or eligibility information either in person, by facsimile, electronic means or mail postmarked no later than the day after the election.

If the ballot is provisional due to a challenge on the grounds of unsound mind or serving a felony sentence, the challenger must provide documentation by 5pm the day after the election.

The EA shall provide a provisional ballot elector with a reason for a counted or uncounted ballot.

Provisional ballots not resolved by the end of the election day may not be counted until after 3pm on the sixth day after the election.

ELECTOR CHALLENGES

- A challenge must be in the form of an affidavit and must be made by a registered Montana elector.
- A challenge cannot be granted based solely upon a change of address.
- If a challenge is resolved, the elector casts a regular ballot.
- If a challenge can not be resolved, the elector casts a provisional ballot.

Grounds for Challenges: (13-13-301) the elector:

- Is of unsound mind, as determined by a court
- Has voted in this election
- Is convicted of felony and serving in a penal institution
- Is not registered to vote as required by law
- Is not 18 years of age or older
- Has not been a resident of the county in which the elector is offering to vote
- Is a provisionally registered voter whose status has not changed to a legally registered voter

Note: Only an elector's name and photo are checked when an elector submits picture identification. Election judges do not check picture IDs to see whether the address on the identification is current. A driver's license or identification card is presumed to be current and valid if it is issued by any motor vehicle agency, regardless of its status.

"Identification " Pages 78—82 **Official Election Judge Handbook 2012**

http://sos.mt.gov/Elections/Officials/Forms/Election_Judge_Forms/2012_Election_Judge_Handbook.pdf

13-13-114. Voter identification and marking precinct register book before elector votes -- provisional voting. (1) (a) Before an elector is permitted to receive a ballot or vote, the elector shall present to an election judge a current photo identification showing the elector's name. If the elector does not present photo identification, including but not limited to a valid driver's license, a school district or postsecondary education photo identification, or a tribal photo identification, the elector shall present a current utility bill, bank statement, paycheck, notice of confirmation of voter registration issued pursuant to 13-2-207, government check, or other government document that shows the elector's name and current address.

(b) An elector who provides the information listed in subsection (1)(a) may sign the precinct register and must be provided with a regular ballot to vote.

(c) If the information provided in subsection (1)(a) differs from information in the precinct register but an election judge determines that the information provided is sufficient to verify the voter's identity and eligibility to vote pursuant to 13-2-512, the elector may sign the precinct register, complete a transfer form or new registration form to correct the elector's voter registration information, and vote.

(d) An election judge shall write "transfer form" or "registration form" beside the name of any elector submitting a form.

(2) If the information presented under subsection (1) is insufficient to verify the elector's identity and eligibility to vote or if the elector's name does not appear in the precinct register or appears in the register as provisionally registered and this provisional registration status cannot be resolved at the polling place, the elector may sign the precinct register and cast a provisional ballot as provided in 13-13-601.

(3) If the elector fails or refuses to sign the elector's name or if the elector is disabled and a fingerprint, an identifying mark, or a signature by a person authorized to sign for the elector pursuant to 13-1-116 is not provided, the elector may cast a provisional ballot as provided in 13-13-601.

VALID FORMS OF ID FOR VOTING ONLY NEED ONE

• IF A PICTURE ID IS PRESENTED (not required):

Only the Name & Photo are checked — The addresses are not checked. An out of state driver license is valid ID even if it is expired or suspended.

Tribal ID	Health Club ID	Driver License
Student ID	Military ID	Employee ID
State ID	Costco/Sam's Club Card	Credit Card with a photo
Passport		

Government ID with name and current address, the address is assumed to be current unless proven otherwise.

- | | |
|---|---|
| ✓ Voter Confirmation Card | ✓ Veteran Administration documents |
| ✓ Tax Refund Check | ✓ Subsidized Housing papers |
| ✓ Medicaid/Medicare Statement | ✓ WIC papers |
| ✓ Welfare Check | ✓ Government Student loan paperwork |
| ✓ Vehicle Registration | ✓ Social Security paperwork |
| ✓ Property Tax Bill | ✓ Disability paperwork |
| ✓ SSI documents | ✓ USDA documentation |
| ✓ Bills from the University System | ✓ Polling Place Elector Identification Form |
| ✓ Any government document (local, state, or federal) issued to a person with the person's name and address on it. | |

Acceptable non-government ID's with name and current address, the address is presumed correct unless proven

LATE REGISTRATION ELECTION LAW

13-2-304. Late registration -- late changes -- nonapplicability for school elections. (1) Except as provided in subsections (2) and (3), the following provisions apply:

(a) An elector may register or change the elector's voter registration information after the close of regular registration in 13-2-301 and vote in the election if the election administrator in the county where the elector resides receives and verifies the elector's voter registration information prior to the close of the polls on election day.

(b) Late registration is closed from noon to 5 p.m. on the day before the election.

(c) Except as provided in 13-2-514(2)(a), an elector who registers or changes the elector's voter information pursuant to this section may vote in the election only if the elector obtains the ballot from and returns it to the location designated by the county election administrator.

(2) If an elector has already been issued a ballot for the election, the elector may change the elector's voter registration information only if the original voted ballot has not been received at the county election office and if the original ballot that was issued is marked by the issuing county as void in the statewide voter registration database prior to the change.

(3) The provisions of subsection (1) do not apply with respect to an elector's registration to vote in a school election held pursuant to Title 20

RULES FOR POLL WATCHERS

- **At arrival**, the Poll Watcher will identify themselves to the Chief Election Judge.
- One Poll Watcher from each party is permitted close to the poll lists.
- Additional Poll Watchers may be permitted, with permission from the EA or the CJ.
- Leave the voting area to make a phone call.
- Thoroughly document all observations during the voting process.
- Review the Register without interference of the voting and with permission of the CJ.
- Observe, document and report if needed, do not comment or interject themselves into the voting process.
- Witness the opening and closing of the polls.
- Follow the vehicles carrying the cast ballots to the counting location, usually the county election administrator location.
- Observe the vote counting procedures.

THE POLL WATCHER MAY NOT:

- Wear anything for or against a candidate, party or position (buttons, shirts, stickers, etc).
- Use a cell phone inside the polling location.
- Interfere with the election procedures.
- Solicit information or promote an issue or candidate to electors in the polling place.
- Be a candidate on the ballot.
- Speak in the presence of voters to challenge. point out

ONGOING POLL ACTIVITIES

Elector did not bring ID:

- ✓ Complete Polling Place Elector ID form, call Election Office to verify ID information on the card.
- ✓ If information is not verified, the elector casts a **Provisional Ballot**.

Elector's name is not in the Register:

- ✓ Call election office to verify and complete "Erroneous Omission from Precinct Register."
- ✓ Elector cast a regular ballot.

Elector's Address is Incorrect in the Register:

- ✓ Elector completes a new Registration Card and casts a regular ballot.

Register states Elector was issued an Absentee Ballot:

- ✓ Elector casts a Provisional Ballot that will be counted if no absentee ballot is returned

Elector cannot sign the Register:

- ✓ EJ signs the register as a witness to the elector's mark.

Absentee Ballots are allowed to be dropped off at Polling place in the home county.

- ✓ Late Registrants must return ballots to the county election

COUNTING BALLOTS

Absentee Ballots

- ✓ Each absentee secrecy envelope is removed to determine if there is more than one ballot for each election in the envelope.
- ✓ If more than one ballot for each election is in the envelope, the ballots must be rejected if it cannot be determined for certain that only one ballot has been marked.

Hand Counting Ballots

- ✓ If counting begins before the polls close **THE COUNTING BOARD AND ANY OBSERVERS MUST BE SEQUESTERED UNTIL POLLS ARE CLOSED. Once tabulation starts, it must continue without adjournment until completion.**
- ✓ Upon receipt of ballot case, the ballots are removed after verifying seal # and the seal log is signed. The number of ballots should reconcile with the poll books.
- ✓ One person reads the votes. Two people tally by marking 5 ticks per square.
- ✓ When all votes are counted call in results to Election Office (if instructed to do so), post results at location where counting is taking place

Machine Tabulating Ballots

- ✓ If count begins before the polls close **COUNTING BOARD AND ANY OBSERVERS MUST BE SEQUESTERED UNTIL POLLS ARE CLOSED. Once tabulation starts, it must continue without adjournment until completion.**
- ✓ Upon receipt of ballot case, the ballots are removed after verifying seal # and the seal log is signed. The number of ballots should reconcile with the poll books.
- ✓ The ballots should be inspected for damage and ragged edges. Any damaged ballots that need to be duplicated are removed to the designated area for duplication.
- ✓ Repeat pre-election ballot count test; results from election night must match pre-election results. Zero totals, print zero report. Over vote and write in switches are turned on.
- ✓ Ballots not accepted by scanner are put into appropriate basket and delivered to boards
- ✓ After each precinct is scanned, ballots are taken to the appropriate board for sealing.
- ✓ After all ballots are scanned, the resolution ballots are run through the scanner.
- ✓ The computer tape having precinct totals is attached to the appropriate precinct election results.
- ✓ Results are posted at counting center.

EARLY PICK UP OF VOTED BALLOTS

- Ballots are placed in the "EARLY TALLY PICKUP" container.
- Ballot Report Form is completed including precinct number and total number of ballots enclosed.
- The container is sealed.
- Relinquish the Early Tally Pick-up container to authorized personnel for delivery to the counting center. This may be law enforcement.

CLOSING THE POLLS

- Shortly before 8:00pm or earlier if ALL registered electors have voted, a proclaim shall be made the polls will be closing soon.
- No person shall be allowed to vote after the polls are closed, The CJ shall have a procedure to determine the last person in line at 8:00pm.
- Follow the ballots to the counting center and observe the delivery of the ballots

COUNTING OF BALLOTS

- Ballot counting continues until the votes for all candidates and ballot issues are counted.
- Counting may not be discontinued on election day/night and restarted the next day.